U.S. Small Business Administration (SBA)
Size Status Declaration
OMB Control Number 3245-0009
Justification – Part A Supporting Statement

Overview of Information Collection: The U.S. Small Business Administration (SBA) is seeking approval for a Reinstatement of this Existing Collection without revision.

1. Need & Method for the Information Collection. Pursuant to sections 102, 304 and 305 of the Small Business Investment Act of 1958, as amended (the Act), and 13 CFR 107.700, SBICs may provide financial assistance and management services (consulting/advisory assistance) only to "small business" concerns. Accordingly, it is necessary for an SBIC to determine if a prospective recipient of financing and associated management services (Applicant) meets SBA size standards under 13 CFR 121.301(c). An Applicant may qualify under two alternative size standards, based on: 1) the tangible net worth and net income of the Applicant and its affiliates; or, 2) the designated standard for the specific industry in which the Applicant, without affiliates, is primarily engaged, or the designated standard for the primary industry of the Applicant, with affiliates, whichever is higher.

   SBA Form 480, Size Status Declaration, OMB Control Number 3245-0009 (SBA Form 480), is used by SBICs and Applicants to determine eligibility of Applicants for SBIC financing, prior to the first financing by an SBIC. The completed and certified SBA Form 480 is kept on file by an SBIC and must be made available to an SBIC Examiner during a required examination of an SBIC by SBA's Office of SBIC Examinations.

2. Use of the information. The information on SBA Form 480, which must be certified by the SBIC, is provided by the Applicant to show that it meets at least one of the size standards identified and is eligible to receive financing or consulting and advisory services from the SBIC. SBA uses the information to confirm that all SBIC financings and associated management services are made to eligible small business concerns as defined in section 103(5) of the Act and eligibility size standards under 13 CFR 121.301(c). The completed form is retained by the SBIC in its files, as required by section 308(h) of the Act and 13 CFR 107.600(c)(2)(iii) and is reviewed by an SBIC Examiner from SBA's Office of SBIC Examinations, pursuant to the statutory requirement of section 310(c) of the Act and 13 CFR 107.690-691. The purpose of the examination is to determine, in part, whether an SBIC has engaged "solely in lawful activities and those [activities] contemplated" by title III of the Act.

3. Use of Information Technology. SBA Form 480 is available to both SBICs and Applicants at https://www.sba.gov/document/sba-form-480-size-status-declaration as a fillable form that may be printed when completed and/or saved in an electronic file. SBA Form 480 is also available to licensed SBICs in SBIC-WEB as a fillable form that, once completed, may be scanned, uploaded and filed electronically in the SBIC's registered user account. No provision has been made for electronic submission of the form, because it is retained by the SBIC in its own files and generally only provided to SBA during an SBIC examination.

4. Non-duplication. SBA Form 480 is a self-certification of the size of an Applicant seeking SBIC financing at the time of the initial financing by an SBIC. This information is not reported in any other format. Therefore, there is no duplication of information with this form.

5. Burden on Small Business. 100% of the Applicants asked to complete SBA Form 480 are small businesses, and the impact is not significant. The majority of small businesses that receive assistance from SBICs qualify for such under Part A of SBA Form 480, which requires a yes/no response to three questions. For those that do not qualify under Part A and must complete Part B, the required information concerning annual receipts or number of employees is the type of information that companies would generally maintain in the normal course of business. SBA Form 480 has been designed to capture the minimum amount of information necessary to determine compliance with the Act and SBA regulations.

6. Less Frequent Collection. There is no similar information available that can be used to accomplish the purpose of this collection. Failure to collect the information to determine a small business size status would increase the likelihood that businesses that do not conform to SBA's size standards could benefit from SBIC financing and associated management services intended for small businesses and is collected once at the time of initial financing.

7. Paperwork Reduction Act Guidelines. Applicants are required to complete SBA Form 480 prior to SBIC financing and any associated management services. The SBIC must certify that the Applicant meets current size standards, based on all the information available to the SBIC. Because the form must be completed in conjunction with each initial financing of a small business to determine eligibility, the frequency of collection may be more than quarterly. In SBA's experience, this procedure is necessary to ensure that an Applicant is a small business concern as defined by the Act and SBA regulations. In addition, collection of the information prior to financial assistance is necessary to meet the statutory requirement for certification of a small business' size pursuant to section 308(h) of the Act.

8. Consultation and Public Comments. A 60-day notice was published in the Federal Register at 91 FR 46222 on July 22, 2026, Federal Register :: Data Collection Available for Public Comments. The comment period closed on September 21, 2026.

9. Gifts or Payment. No payments or gifts are provided to respondents.

10. Privacy and confidentiality. Assurances of confidentiality to the extent permitted by law are provided to Applicants of SBIC financing responding to this collection. SBA Form 480 includes confidential financial data, which is protected from disclosure under the Freedom of Information Act, specifically, exemptions 4, 6 and 8, which allow SBA to withhold privileged or confidential financial data on individual companies. Records are maintained under conditions designed to preclude access by persons other than Agency personnel with a need to know. This system is associated with the OII Customer Relationship Management (CRM) system. Additional details may be found in the OII CRM Privacy Impact Assessment, supported by System of Records Notice SBA 40, Small Business Investment Company System, 2025-16172.pdf (govinfo.gov), 90 FR 41467.

    The information provided is protected from disclosure under the Freedom of Information Act; specifically, exemptions 4, 6 and 8 allow SBA to withhold financial data on individual companies. The information collected will be protected to the extent permitted by law. Records are maintained under conditions designed to preclude access by persons other than Agency personnel with a need to know.

11. Sensitive Questions. SBA Form 480 requests an Applicant's confidential business and financial information, which SBA reviews to verify the information reported and to determine whether an SBIC has engaged in prohibited actions. Although this information is needed to fulfill SBA's statutory responsibilities with respect to SBIC examinations, the information is not retained by SBA in its records.

    SBA safeguards business proprietary information in compliance to federal laws, guidelines and SBA's Cybersecurity and Privacy Policy. Data in transit and at rest is encrypted to mitigate the potential of data spillage. Access controls and role-based permissions are just some of the other security precautions in safeguarding our customer's data.

12. Burden Estimate. A small sample of respondents was consulted regarding the amount of time required to prepare SBA Form 480. As stated above, the form is completed by each Applicant that is financed by an SBIC, and the information required is the type of information that a small business would maintain and have readily available as part of its normal course of business.

    Part A of SBA Form 480 is most predominantly used by Applicants to certify eligibility for SBIC financing. SBICs must also certify each form, based on information provided by the Applicant and information obtained during an SBIC's own investigation and due diligence process. The time associated with an Authorizing Official of an SBIC to certify (sign and date) is de minimis and therefore not considered in the estimated hourly burden to complete the form. Annually, approximately 325 SBICs provide assistance to approximately 4-5 Applicants each (4.5 Applicants, per 325 SBICs).

Annual Number of Responses for this IC	1,462	
Annual IC Time Burden (Hour)	244	
Annual IC Cost Burden (Dollars)	$17,021	Mean hourly wage of $69.84 (2025 Bureau of Labor Statistics, Occupational Employment Statistics)

The estimated annual hour burden for this information collection is 244 hours, calculated as follows:

Estimated Number of respondents = 1,787 (approx. 1,462 Applicants + 325 SBICs)
Estimated number of responses = 1,462 (one per Applicant, 4.5 Applicants per year, x 325 SBICs)
Estimated hours to complete form = 10 minutes total for Applicant + SBIC Authorized Official signature and date
Total burden hours: = 244 hours (1,462 x 10 min 60 min/hour)

Estimated total hour cost = [$69.84 x 10 min / 60 min/hour] x 1,462 = $17,017.68

The estimated hourly cost to respondents is calculated using the mean hourly wage of $69.84 (mean annual salary rate of $145,260) for national, Cross-Industry, Private, Federal, State and Local Management Occupations (rate obtained from the most recently available 2025 Bureau of Labor Statistics, Occupational Employment Statistics Occupational Employment and Wage Statistics):

Burden per Response:

	Time Per Response	Hours	Cost Per Response
Reporting	10 minutes	0.1667	$11.64
Record Keeping			
Third Party Disclosure			
Total	10 minutes	0.1667	$11.64

Annual Burden:

	Annual Number of Responses	Annual Time Burden (Hours)	Annual Cost Burden (Dollars)
Reporting	1,462	244	$17,021
Record Keeping			
Third Party Disclosure			
Total	1,462	244	$17,021

13. Estimated nonrecurring costs. There is no annual cost burden to respondents other than the cost of the hour burden provided in item 12.

14. Estimated cost to the Federal Government. The information collected in SBA Form 480 is retained by each SBIC in its own files. SBIC Examiners review the information collected at the time of an examination of an SBIC. The review of SBA Form 480 is a very small part of the total examination process. As a result, the cost to the Federal Government is negligible.

15. Reasons for changes. The increase in the annual hour burden estimate reflects the anticipated number of respondents based upon the current size of the SBIC program.

	Requested	Program Change Due to New Statute	Program Change Due to Agency Discretion	Change Due to Adjustment in Agency Estimate	Change Due to Potential Violation of the PRA	Previously Approved

Annual Number of Responses for this IC	1,462			76	1,386	0
Annual IC Time Burden (Hour)	244			38	282	0
Annual IC Cost Burden (Dollars)	17,021			5,933	11,088	0

16. Publicizing Results. Not applicable. Results of this collection of information will not be published.

17. OMB Not to Display Approval. Not applicable. The expiration date will be displayed.

18. Exceptions to "Certification for Paperwork Reduction Submissions." Not applicable. There are no exceptions to the certification statement identified in Item 19, “Certification for Paperwork Reduction Act Submissions,” of OMB 83-1.

B. Collection of Information Employing Statistical Methods. This collection of information is not a survey and does not employ statistical methods.

Attachments:
SBA Form 480, Size Status Declaration